

APPLICATION FOR USE OF THE WILDWOOD ROOM AT THE LIBERTY GROVE TOWN HALL

NAME OF GROUP OR PERSON _____

DATE OF USE _____

TYPE OF BENEFIT _____

BEGIN AT _____ AM/PM, END AT _____ AM/PM

SIZE OF GROUP _____

PERSON MAKING RESERVATION AND ACCEPTING RESPONSIBILITY FOR CLEANUP:

NAME _____

ADDRESS _____

PHONE NUMBER _____

NAME OF CATERER _____ PHONE NUMBER _____

FEE SCHEDULE (per event):

A \$300 DEPOSIT WILL BE COLLECTED AND IS REFUNDABLE UPON SATISFACTORY CLEANUP OF THE BUILDING AND GROUNDS.

1 ST DAY NON-RESIDENT/FOR PROFIT ACTIVITY	\$250.00
1 ST DAY RESIDENT/NON-PROFIT COMMUNITY GROUP	\$125.00
No charge for Liberty Grove based 501(c) organizations for <u>regular meeting where food is not prepared on the premises</u> . Allowed <u>once</u> per month.	
TENT ON GROUNDS	\$125.00
2 ND DAY SAME ACTIVITY	\$100.00

(all fees are in addition to the deposit)

We agree leave the facility in the same condition as it was found and to be responsible for any damage done while this group is using the facility. **We also agree to pay for any extra cleaning that may be necessary after use of the building by our group and it is understood that the Town rate for cleanup is \$65.00 per hour.** We understand that accidents or problems must be reported to the Town Clerk or Town Chairman upon leaving the building, and that future use of the building may be prohibited to any groups or persons who do not observe these procedures. We have read the enclosed rules for use of the facility and agree to abide by their provisions including the curfew of 10:00pm as established by Town Ordinance.

SIGNED BY _____ DATE _____
(person making reservation)

APPROVAL BY _____ DATE _____
(Town Official)

RETURN TO: TOWN OF LIBERTY GROVE
11161 OLD STAGE RD
SISTER BAY, WI 54234

**TOWN OF LIBERTY GROVE
FACILITY RENTAL USE AND CLEANUP PROCEDURES**

Smoking is PROHIBITED in the building.

Do NOT use thumbtacks or nails when decorating.

All activities MUST conclude by 10:00pm in accordance with Town Ordinance 7-22.

The building MUST be cleaned the same day and left in the condition as it was found, to accommodate use the following day.

Garbage and trash MUST be taken home; dumpsters are NOT provided.

The cleanup checklist (if provided) MUST be completed and left in the building prior to your departure.

Lock ALL doors upon exit.

I have read the preceding procedures and agree to abide by them as stated. I understand that any additional work to restore the rental facility to the condition it was in prior to my event may result in the forfeiture of my deposit. I am the person responsible for proper cleanup of the building. I further understand that any additional cleaning of the facility required after this rental will be billed at a rate of \$65.00 per hour.

NAME

PHONE

ADDRESS

CITY, ST ZIP

TOWN REPRESENTATIVE

RETAIN ONE COPY FOR YOUR RECORDS AND SUBMIT ONE FOR THE TOWN FILES.

**WILDWOOD ROOM AT THE LIBERTY GROVE TOWN HALL
CHECKLIST FOR CLEANUP
BUILDING TO BE LEFT IN THE CONDITION IT WAS FOUND**

Leave completed checklist on the kitchen island to assure deposit refund

(Wet mop, broom, dust pan behind kitchen door. Dry mop and bucket in store room near bookcase)

Kitchen:

- _____ Dry mop floor
- _____ Wet mop sticky/solid areas on floor. **Please use cool water on floors, not hot.**
- _____ Wipe off counters
- _____ Scrub sink, remove containers, etc. from counter
- _____ Clean/wipe down refrigerator, remove all items
- _____ Remove all garbage from cans, take home
- _____ Clean spills on stove, remove all material from surface
- _____ Remove all unused items (utensils, coffee, rags, food)

Dining Area:

- _____ Wipe down table tops
- _____ Dry mop floor
- _____ Wet mop spills/sticky spots. **Please use cool water on floors, not hot.**
- _____ Arrange tables and chairs as found

Bathrooms:

- _____ Clean sinks
- _____ Check toilet bowls/seats
- _____ Remove garbage from containers
- _____ Clean/mop floors

Entrances:

- _____ **Lock front doors!!!**
- _____ Exit through rear door near kitchen and confirm it has locked behind you

Exterior:

- _____ Check lawn around building for debris

Person in charge of closing building: _____

Contact number for discussion of findings after an event: _____